APPROVED

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Rooted School - Washington

Minutes

Rooted School Vancouver Board Meeting

Date and Time
Wednesday January 25, 2023 at 4:00 PM

Location
1500 SW 1st Ave., Suite 680, Portland, OR 97201

Directors Present
D. Grant (remote), K. Chandra (remote), N. Webster (remote), T. Knox (remote), T. Martin

Directors Absent
A. Mason, Y. Martinez

Guests Present
Bely Luu (remote), F. Ingargiola (remote), J. Johnson (remote), S. Carney, S. Yokley (remote), Sheila Davis

I. Opening Items

A. Call the Meeting to Order

T. Martin called a meeting of the board of directors of Rooted School - Washington to order on Wednesday Jan 25, 2023 at 4:04 PM.

B. Record Attendance

The board has met quorum for this meeting. It should be noted that Items E - H had no action taken as there was no longer a board quorum at that juncture.

C.

Land Acknowledgement

Rooted School Vancouver acknowledges the people whose ancestral lands we inhabit today. Prior to the introduction of white settlers to the area currently known as Clark County, this land was cared for by indigenous peoples for thousands of years.

At the time that colonization began, this area of Southwest Washington was occupied primarily by the Chinook and Cowlitz tribes. Additionally, countless tribes from across the Pacific Northwest came to this area to trade with one another by using the Columbia River and its adjoining waterways as an intricate network of trade routes.

For millennia, their communities thrived while maintaining a balanced, sustainable relationship with the natural world. These values were passed down from generation to generation and are still practiced by indigenous groups today, including the Cowlitz and Chinook. We pay our respects to these peoples, both past and present, by opening a space of recognition, inclusion, and respect for our sovereign tribal partners and all indigenous students, families, and staff in our community.

II. Approval of Minutes

A. Approve Minutes from 12-10-2022 Rooted School Vancouver Special Board Meeting

T. Martin made a motion to approve the minutes from Rooted School Board Work Session on 01-07-23.
N. Webster seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

K. Chandra	Aye
A. Mason	Absent
T. Knox	Aye
D. Grant	Aye
Y. Martinez	Absent
T. Martin	Aye
N. Webster	Aye

III. Communications

A. Welcome Community Members

- The board welcomes Bely Luu, the Director of Innovative Schools for WA Charters

B. Initial Public Comment

Our Public Comment period is for members of the public to address the board. Each member of the public may sign up to comment at the meeting and will be allotted three

- five minutes. The board will listen, but may not directly respond to any comments.

Please do not use specific student, teacher or administrator names in your comments as our meetings are open to the public and public record, and we must adhere to FERPA - Family Educational Rights and Privacy Act. As such, if your comment is about a private matter, please contact the board via email, or speak to the board chair privately.

IV. Consent Agenda

A. Recommend to Approve the Hire of Rooted School Vancouver's Founding Student Success Coordinator

N. Webster made a motion to Approve the consent agenda as presented with the exception of removing the CEO presentation by Jonathan Johnson. This presentation will take place during a different portion of the meeting.
T. Knox seconded the motion.
That the Board of Directors approves the hire of Dylan Rossi as
Rooted School Vancouver's Founding Student Success Coordinator.

The RSV Student Success Coordinator will serve as the Special Education teacher/specialist and Multi-Tiered Systems of Support (MTSS) coordinator. The RSV Student Success Coordinator will be responsible for providing and coordinating support and services for
students with IEPS and 504 plans and ensuring all students get the support and services they need to be successful.
The board **VOTED** unanimously to approve the motion.

Roll Call

T. Martin	Aye
T. Knox	Aye
N. Webster	Aye
A. Mason	Absent
D. Grant	Aye
Y. Martinez	Absent
K. Chandra	Aye

B. Recommendation to Conduct a Second Reading to Adopt Policy: 3110 Policy and Procedure Enrollment

N. Webster made a motion to approve the second reading and adoption of POLICY 3110: Policy and Procedure Enrollment.
T. Knox seconded the motion.

The Board of Directors conducts a second reading and adopts Policy: 3110 Policy and Procedure Enrollment.
The board **VOTED** unanimously to approve the motion.

Roll Call

T. Knox	Aye
D. Grant	Aye
T. Martin	Aye
A. Mason	Absent
Y. Martinez	Absent
K. Chandra	Aye
N. Webster	Aye

C. Rooted School Foundation Report

This report has been pulled from the consent agenda and moved to another portion of the meeting.

- CEO, Jonathan Johnson presented his plan for fund-raising 20230 and beyond.
- Jonathan also presented his fund-raising tool for the board to review and explained that the board has access to a redacted version of the tool available in their folders.
- This portion of the meeting was recorded for members of the board who were unable to be present.

V. BOARD DISCUSSION/ACTION ITEMS

A. New Board of Trustees Member Appointment

The board voted unanimously to approve the appointment of Ms. Sheila Davis as a member of the RSV Board of Trustees for a 2-year term effective 01/25/22.
T. Martin made a motion to approve the appointment of Ms. Sheila Davis as a member of the RSV Board of Trustees for a 2-year term effective 01/25/22.
T. Knox seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

T. Knox	Aye
N. Webster	Aye
Y. Martinez	Absent
D. Grant	Aye
T. Martin	Aye
K. Chandra	Aye
A. Mason	Absent

B. Presentation: Fund Development

Bely Luu from WA Charters presented on fund development. Her discussion included the following:

- Board's role in fundraising and philanthropy
- Review responsibilities and share examples of what other schools have done
- Discuss Rooted's fundraising goals and brainstorm strategies and activities for the year (see slide below that I pulled from the development plan) – would you
- Clarify if the current goals are still the correct goals for the board to focus on?
- Which goals are specific for the RSV board to support and which are RSF responsible for?

C. Board Goals [DRAFT]

The following draft of the 2022/2023 Pre-Opening Board Goals was established at the 1st Annual RSV Board Retreat in Dec/Jan. These goals were the result of a facilitated process to identify pre-opening high-priority areas and to complete a SPOT Matrix.

Fund Development:

Goal: By 2024, RSV will raise resources, accrue substantial reserves, and establish a strong fund balance required to fulfill the RSV mission and provide the best education possible.

- **Strategy:** By February 2023, the RSV board will establish a *Fund Development Committee* responsible for developing, monitoring, and supporting a multi-year fundraising plan.
- **Strategy:** By March 2023, the RSV Fund Development Committee will identify and calendar a minimum of 8 events designed to promote enrollment and accelerate fundraising.
- **Strategy:** By July 2023, the RSV board will establish a multi-year fundraising plan to be implemented, monitored and supported by the *Fund Development Committee.*

Board Recruitment and Succession:

- **Strategy:** By March 2023, RSV will establish a governance committee commissioned by and responsible to the Board of Trustees to assume the primary responsibility for matters pertaining to Board of Trustees recruitment,nominations, orientation, training, and evaluation in accordance with the by laws of the organization as well as established policies and practices approved by the Board of Trustees.

- **Strategy:** By May 2023, RSV will establish a board recruitment and succession plan.

Student Recruitment:

- **Strategy:** Monitor and support the school leadership team's implementation of the board's adopted Family and Student Engagement and Recruitment Plan.
- **Strategy:** Participate in scheduled enrollment events.

Staff Recruitment:

Goal: By August 1, 2023 100% of staff recruitment targets will be met.

- **Strategy:** Monitor and support the school leadership team's implementation of the RSV staff recruitment efforts.
- **Strategy:** Participate in scheduled recruitment and hiring events.

RSV Program and Pre-Opening Development:

Goal: By opening day 2023, all pre-opening conditions have been met and all freshman program and curricular components, resources, and support are established.

- **Strategy:** Monitor and support the school leadership team's progress in completing pre-opening conditions and the establishment of partnerships and resources needed to develop program and curricular components.

T. Martin made a motion to establish a Fund Development Committee.
N. Webster seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

T. Martin	Aye
K. Chandra	Aye
D. Grant	Aye
T. Knox	Aye
N. Webster	Aye
A. Mason	Absent
Y. Martinez	Absent

D. Pre-Opening Report

Due to the overlap and focus on opening Rooted School Vancouver in August 2023, we decided to create a combined report related to pre-opening progress rather than individual reports from both the Executive Director and the Director of Operations.

It is recommended that individual reports pick up again once the school year has started.

E. First Read: RSW Financial Policies and Procedures Manual [DRAFT]

First Read: RSW Financial Policies and Procedures Manual

Developed by JGP, this is the first draft of our financial policies and procedures manual. This document is based on a template that JGP has used with other schools but tailored to RSV. This is an essential document because it is what we will be audited against, so it's important that we know, understand, agree with and feel prepared to execute everything contained therein.

Sandra and Steven are in the process of reviewing the document with JGP. That review, combined with your feedback, will advance a final draft for approval at the February board meeting.
NO ACTION TAKEN AS THE BOARD NO LONGER HAD QUORUM.

F. 2023/2024 School Calendar

As part of the basic education requirements in Washington state, each local education agency (including charter schools) must create a school year calendar that has a minimum of 180 school days representing approximately 1,080 instructional hours annually.

State funding is based on the number of students who are enrolled in the school considering this proposed school-year calendar.
NO ACTION TAKEN AS THE BOARD NO LONGER HAD QUORUM.

G. IMPORTATN DATES Constituent Legislative Meetings / WA Charters Conference

Jon Thomas,Washington State Charter Schools Association, is organizing meetings with Rooted School Vancouver area legislators.

The meeting will be scheduled in person in Olympia for February 14th at 9am. Additionally, a virtual meeting for March 9th has also been established. We are looking for board members, parents (if we had some at this point), and staff to attend.

Attached are the talking points to use during the visit. We would like to give Jon Thomas the names of 1-2 board members who are willing to attend either or both events.
NO ACTION TAKEN AS THE BOARD NO LONGER HAD QUORUM.

H. Board Committees

It is recommended that the board establish the following committees and appoint a committee chair.

1. Board Governance Committee
2. Board Finance Committee
3. Board Development Committee

NO ACTION TAKEN AS THE BOARD NO LONGER HAD QUORUM.

VI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:44 PM.

Respectfully Submitted,
T. Martin

Documents used during the meeting

- Rooted Resume 2022.pdf
- 3110 Policy & Procedure Enrollment (2).pdf
- Rooted School Foundation Report (January 2023).pdf
- RSV Board Retreat High Priorities.pdf
- RSV SPOT Matrix 2022:2023.pdf
- 2022_2023 Board Goals.pdf
- Pre Opening Board Report.docx.pdf
- RSV Board Dashboard.pdf
- RSW Financial Policies and Procedures Manual (UD 01-18-2023).docx.pdf
- DRAFT Rooted School Vancouver 2023-2024 Calendar.pdf
- Constituents Legislative Meetings.pdf
- Board Governance Committee.pdf
- Board Finance Committee.pdf
- Board Development Committee.pdf